



**DISTRICT OF COLUMBIA
WATER AND SEWER AUTHORITY**

Board of Directors
Human Resources and Labor Relations Committee
Thursday, May 28, 2015
9:30 a.m.

1. Call to Order Edward L. Long, Jr.
Chairman
2. Human Capital Management Operations Presentation Arthur R. Green
Director
3. CDL Positions Presentation..... Charles Kiely
AGM
4. Executive Session – To discuss personnel matters pursuant to D.C. Official Code
Section 2-575(b)(10)..... Edward L. Long, Jr.
5. Adjournment..... Edward L. Long, Jr.

* The DC Water Board of Directors may go into executive session at this meeting pursuant to the District of Columbia Open Meetings Act of 2010, if such action is approved by a majority vote of the Board members who constitute a quorum to discuss: matters prohibited from public disclosure pursuant to a court order or law under D.C. Official Code § 2-575(b)(1); contract negotiations under D.C. Official Code § 2-575(b)(1); legal, confidential or privileged matters under D.C. Official Code § 2-575(b)(4); collective bargaining negotiations under D.C. Official Code § 2-575(b)(5); facility security under D.C. Official Code § 2-575(b)(8); disciplinary matters under D.C. Official Code § 2-575(b)(9); personnel matters under D.C. Official Code § 2-575(b)(10); proprietary matters under D.C. Official Code § 2-575(b)(11); decision in an adjudication action under D.C. Official Code § 2-575(b)(13); civil or criminal matters where disclosure to the public may harm the investigation under D.C. Official Code § 2-575(b)(14), and other matters provided in the Act.

HUMAN CAPITAL MANAGEMENT OPERATIONS

HR Labor Relations Committee

May 28, 2015



INTRODUCTION



Arthur R.
Green, Jr. CCP,
Director



Manager, Labor
Relations/
Compliance
(vacant)



Otho T.
Milbourne
CEBS,
Manager,
Benefits



Stephanie E.
Black,
Manager,
Learning &
Development



Albert
Williams, CCP;
SPHR,
Manager,
Recruitment



Steve Rogers,
Manager,
Compensation



James
Winston,
Manager,
Human Capital
Management
Systems

HCM Management



Our Mission

► Mission

- To ensure DC Water has the workforce necessary, both now and in the future, to accomplish the goals and objectives of DC Water. By aligning, refining and improving internal business processes in the areas of safety, environmental compliance and remediation, project management, performance and occupational health.



BENEFITS

- ▶ Administer a comprehensive benefits package
 - ▶ Separate Medical, Life and Retirement programs (Pre and Post 1987 employees)
 - ▶ All employees offered ancillary benefits such as Dental and Vision insurance
- ▶ Manage day to day operations for Health and Welfare and Retirement programs
 - ▶ Ongoing enrollments
- ▶ Facilitate a Wellness program for DC Water employees
 - ▶ Provide monthly seminars, free health screenings, incentives for completion of health risk assessments and ongoing wellness activities
- ▶ Strategic actions to ensure competitive and cost effective plans
 - ▶ Consistent Benchmarking
 - ▶ Health plan bidding every 5 years
 - ▶ Cost containment opportunities
- ▶ Monitor Legal compliance to comply with regulatory requirements
 - ▶ Patient Protection and Affordable Care Act (PPACA)



COMPENSATION

- Provide support to the Labor Relations Branch on all Compensation matters including negotiation of the Compensation Agreements for all union employees
- Provide Compensation analysis and recommendations to all requests for reorganizations throughout the Authority
- Administration of Performance Management Programs for 1000+ union and non-union employees
- Provide on-going Performance Management training for employees, supervisors/managers and executive staff
- Gather/Analyze comparable external and internal pay-related information to develop the annual non-union merit increase recommendation
- Develop and maintain current job descriptions for all 300+DC Water positions



LABOR RELATIONS & COMPLIANCE PROGRAMS

The mission of the Labor Relations and Compliance Programs (LRCP) Branch is to:

- Establish and maintain effective Labor-Management relationships
- Provide sound counsel and strategic direction empowering management to make informed employment decisions
- Negotiate collective bargaining agreements; represent the Authority in contract mediation and interest arbitration
- Process grievances and arbitrations; and oversee progressive discipline
- Respond to Unfair Labor Practices; and other matters before the Public Employee Relations Board (PERB)

(Continued)

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- Ensure compliance with Federal and State laws including:
 - The Civil Rights Act of 1964
 - The Americans with Disabilities Act, Amendment Act (ADAAA)
 - Family Medical and Leave Act (FMLA)
 - Department of Transportation/Federal Motor Carrier Safety Administration (FMCSA); and
 - DC Human Rights Act of 1977

- Administer Authority's Workers' Compensation Program.



LEARNING & DEVELOPMENT

- ▶ Mission is to develop a world class learning program, committed to facilitating an intentional learning environment.
- ▶ Vision is to make learning the goal rather than an incidental outcome and to develop informed, empowered, and accountable team members.
- ▶ Supports accomplishing the Authority's strategic goals and satisfying stakeholder expectations.
- ▶ Establish a tradition of excellence in education, by providing professional development services and training opportunities for individuals throughout the Authority.

(Continued)

LEARNING & DEVELOPMENT

- ▶ Operates on the foundation of five key elements:
 - Needs and Skills Assessments
 - Job Specific Training
 - Mandatory Training
 - Professional Development (internal and external training)
 - Higher education opportunities (through the enhanced tuition assistance and reimbursement)



HCM SYSTEMS

- Records Administration
- Position Control and Organizational Charts
- Cornerstone On Demand Security Administration
- Ceridian Recruiting Solutions Security Administration and Custom Reporting
- Verification of Employment
- Custom Reporting, etc
- Monthly Reporting
- HCM/Payroll Processing
- HCM/Payroll Monthly Audit Reports



RECRUITMENT

- Recruitment is dedicated to acquiring the talent needed to successfully achieve the goals and objectives of DC Water. We strive to develop and implement processes, programs and policies that are aligned with the strategic initiatives of Blue Horizon 2020.
- We achieve this by:
 - ▶ Continuously improving service delivery
 - ▶ Establishing benchmarks to measure success, and identifying process gaps and other areas of opportunity
 - ▶ Building partnerships across the enterprise
 - ▶ Cultivating and expanding the DC Water brand
 - ▶ Enhancing the overall candidate experience
 - ▶ Maximizing the return-on-investment (ROI)
 - ▶ Screening for knowledge/skills, and interviewing for competencies and soft skills
- Goals:
 - Reduce costs
 - Reduce time to fill positions
 - Recruit top performers and innovators



HCM...

Serving as a strategic partner by
attracting, retaining, and
inspiring great people working
for a great purpose.

Questions? Comments? Concerns?

Please let us know how we can serve you better?



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